

Carlisle Housing Authority (CHA)
Meeting Minutes
June 13, 2016

Present: Alan Lehotsky, Chair; Mark Levitan, Vice-Chair; Carolyn Ing; and Steven Pearlman. **Absent:** Barbara Bjornson and Elizabeth D. Barnett, Housing Coordinator.

Guests: Sandra McIlhenny and Alex Brewster, *Carlisle Mosquito*

1. Meeting called to order at 7:30 p.m.

2. Old Business

- A. NOAH Benfield Farms Update.** The latest septic pre-treatment tests have consistently met state DEP requirements and are approaching town standards set by Carlisle DPH.
- B. TILL, Inc. Ground Lease Group Home Duplex.** The TILL, Inc. Group home is on schedule for August occupancy. Alan Lehotsky executed the Ground Lease which had been previously approved by the Carlisle Housing Authority and executed by TILL, Inc. officers. Charlene Hinton, Town Clerk notarized Mr. Lehotsky's signature on the CHA-TILL, Inc. Notice of Lease for the 95-year ground lease. Elizabeth DeMille Barnett, Housing Coordinator has been designated to record the Notice of Lease document at the Middlesex Registry North of Deeds.
- C. Old Home Day Planning and Preparation.** Steve Pearlman volunteered to ID key points for brochure from Carlisle Housing Production Plan and work with Mark Levitan on finalizing the Housing Authority brochure. It was the consensus of the board to authorize the Old Home Day \$25 registration fee and up to \$180.00 for Housing Authority banner and brochure production to be used for this and future events.

3. New Business

- A. Appointment of Carlisle Housing Authority Chief Procurement Officer.** Mr. Lehotsky introduced the letter from the Inspector General's (IG) Office requesting that the Housing Authority appoint a Chief Procurement Officer other than the Town's Chief Procurement Officer (CPO). The IG's preference was that the Housing Authority's CPO has procurement training and experience. Following discussion, Mr. Pearlman nominated Housing Coordinator Elizabeth D. Barnett, who it was noted, is a Massachusetts Certified Public Procurement Officer for Design and Construction, to be appointed by the Chair to the IG for this position. Carolyn Ing seconded the motion. All present aye, the motion passed.
- B. Election of Officers.** Postponed until all CHA members are present

4. Next meeting date: July 7, 2016

Meeting Adjourned at 8:30 p.m.